



## Professional Development Program (PDP) – Course Proposal

Name of Provider \_\_\_\_\_

Proposal Contact \_\_\_\_\_

Position Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office Telephone (     ) \_\_\_\_\_

Fax (     ) \_\_\_\_\_

E-Mail \_\_\_\_\_

Website \_\_\_\_\_

### PROGRAM IMPLEMENTATION

Program is currently in place and ready for enrollment of students: (   ) Yes (   ) No

If no, when will the program be ready? (Specify month and year) \_\_\_\_\_

### AVIATION/BUSINESS MANAGEMENT PROGRAM

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Title of Program (if applicable): \_\_\_\_\_

List other aviation management courses or degrees offered: \_\_\_\_\_

### PROPOSAL AUTHORIZATION

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

### PLEASE SUBMIT FORM TO:

National Business Aviation Association  
Mr. Jay Evans  
1200 18<sup>th</sup> St NW, Suite 400  
Washington, DC 20036  
(202) 783-9353  
Fax: (202) 331-8364  
E-mail: jevans@nbaa.org

## **COURSE OFFERINGS**

### **INSTRUCTIONS**

These forms are designed around the five domains of the PDP learning objectives with the subtopics specified. In completing the forms, please show the estimated contact hours of instruction for each topic. If the course is offered in a nontraditional format with no instructional hours, show suggested study hours. If a topic is not covered in that course, leave it blank or insert an asterisk and explain in the Remarks Section. In continuing education courses, each PDP objective must be covered in its entirety in a single course and not split between courses.

Within the course material, identify EACH objective and sub-objective code in the margin of the course material at the point where the objective/sub-objective is covered. For example, "L1-Ka for objective L1 and Knowledge sub-objective a should be annotated in the course material, i.e. books, pamphlets and papers.

### **Required Course Submission Information**

- Course Review Form (Form A)
- Course Information Form (Form B)
- Course Syllabus, Outline or Schedule

For each course you are asking to be PDP approved, it is recommended that the provider elaborate upon the methods and materials employed. The more detailed and clearly presented the syllabus, the easier it is for those reviewing to observe what the course covers, how it will be accomplished, and how it correlates to business aviation.

Provide information on course goals and performance objectives and attach other pertinent information which would be useful in considering this proposal: e.g., program brochures, samples of video courses, course outlines, etc. Please submit proposals in an electronic format where possible. NBAA will keep this information secure as we review the documents.

### **Delivery Formats**

For completing the Course Information Form refer to the following delivery format terms:

- Traditional
  1. On-campus day/evening
  2. On-campus weekend (1-2 days)
  3. On-campus short courses (1-5 days)
  4. Off-campus weekend (1-2 days)
  5. Off-campus short courses (1-5 days)
- Nontraditional
  6. Videos (live or cable)
  7. Correspondence
  8. Computer-based instruction (CBI)
  9. Internet
  10. NBAA Convention or Seminar courses



Provider: \_\_\_\_\_

**FORM B – Course Information**

(Copy this form for additional courses.)

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ PDP Objective Covered in Course: \_\_\_\_\_

Overview of Course: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course Delivery Format(s) (see page 2): \_\_\_\_\_

\_\_\_\_\_

Course Text/Resources: \_\_\_\_\_

\_\_\_\_\_

Supplemental Materials: \_\_\_\_\_

\_\_\_\_\_

What materials are issued to student: \_\_\_\_\_

Total Contact Hours: \_\_\_\_\_ Total Student Study Hours: \_\_\_\_\_

Course Credit - Credit: \_\_\_\_\_ CEU: \_\_\_\_\_ Course Cost: \_\_\_\_\_

How is course packaged (i.e. 2 DVD's, 3 weekends, 1 lecture with workbook): \_\_\_\_\_

\_\_\_\_\_

How is course completion determined (i.e. final exam, attendance, participation, projects): \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\*\*Please submit a 1-2 page course syllabus or outline with the completed application.